



# GENERAL ORDER OPS-73 TEMPORARY DETENTION PROCEDURES

EFFECTIVE APRIL 18, 2019

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This Special Order contains the following numbered sections:

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## **I. POLICY**

The Howard County Department of Police (HCPD) will utilize the temporary detention areas in the Northern and Southern District for the continued supervision and control of temporary detainees prior to their being charged or questioned for a criminal investigation. They will also be employed to maintain custody and control over juvenile detainees prior to their release.

## **II. INTRODUCTION**

- A. The HCPD transports all arrested adults to the Central Booking Facility (CBF) consistent with General Order OPS-57, Central Booking Facility and Prisoner Transport Procedures.
- B. Each District Station contains cell areas that are designated as temporary holding facilities for the processing, testing, and temporary detention of arrestees and subjects being questioned by investigators.<sup>1</sup>
- C. All members who may have any responsibility for detainees in temporary custody shall receive training from the Education & Training Division (E&T) on the operation of the temporary detention areas. Training shall include sexual abuse prevention, detection, and response. E&T will provide retraining at least every four (4) years to these individuals through distance learning.<sup>2</sup>

## **III. TEMPORARY DETENTION AREA PROCEDURES**

- A. All detainees will be thoroughly searched for weapons, contraband, or items that could cause damage when they are brought into a Temporary Detention Area.
  1. If illegal weapons or contraband are found, they will be seized according to evidence handling procedures. All other weapons or items that could cause damage will be inventoried on HCPD Form 1223, Personal Property Inventory Record, and secured in a locker.
  2. All personal property including belt, tie, shoe laces, etc. will be taken from the detainee for safe keeping, inventoried on Form 1223, and secured in a locker prior to placing him in a temporary detention cell.

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<sup>1</sup> CALEA 71.1.1

<sup>2</sup> CALEA 71.2.1

- B. Temporary Detention Log
1. When a detainee is placed into a temporary detention cell, the officer will fill out the Temporary Detention Log, HCPD Form 3020, to document the reason, date, and time in the facility. When the detainee is removed from the facility, the time out shall be documented, as well as if any meals were provided.<sup>3</sup>
  2. This log will be maintained during the time the detainee is held in the temporary detention area. The arresting officer is responsible for searching and monitoring the detainee until relieved by another officer and documenting it on the Temporary Detention Log.<sup>4</sup>
  3. Each District will be responsible for submitting the Temporary Detention Log to the Records Section.
- C. Detainees shall not be placed in a potentially dangerous environment.
1. Isolate aggressive detainees and known sex offenders from other detainees.
  2. Prevent placement of handcuffed and unhandcuffed detainees in the same holding area.
  3. Immediately report any indication of an assault to a supervisor.
- D. To prevent escape, detainees shall never be left unattended in any HCPD temporary detention area unless they are secured in a cell or the bullpen.<sup>5</sup>
1. The arresting officer or his designee shall make a face-to-face visual observation of the detainee at least every thirty (30) minutes and document his physical and emotional condition on Form 3020.<sup>6</sup>
  2. If the detainee appears suicidal, these checks shall be completed every fifteen (15) minutes. Refer to section IX of this General Order for additional guidance.
  3. All checks will be logged on HCPD Form 3020.
- E. The arresting officer must remain in the building until the detainee is removed from the cellblock. The supervisor must be notified if the arresting officer delegates another officer or a full-duty sworn officer working as Duty Officer to continue the face-to-face checks of the detainee.
- F. Detainees may be temporarily secured to a handcuff restraining device while being supervised by the arresting officer.<sup>7</sup> The object must be a bar or ring that is designed and intended for this use.<sup>8</sup>
- G. Juvenile detainees shall only be held in juvenile cells.<sup>9</sup>
1. The arresting officer or his designee shall make a face-to-face visual observation of the detainee at least every thirty (30) minutes and document his physical and emotional condition on Form 3020.
  2. Juveniles considered suicidal shall be placed in a juvenile cell and checked every fifteen (15) minutes.

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<sup>3</sup> CALEA 71.3.1a

<sup>4</sup> CALEA 71.3.1c

<sup>5</sup> CALEA 71.3.1c, 71.3.3d, and 71.3.3e

<sup>6</sup> CALEA 71.3.3f

<sup>7</sup> CALEA 71.3.1d

<sup>8</sup> CALEA 71.3.2

<sup>9</sup> CALEA 71.3.1e

3. Juveniles shall not be placed in cells with adults under any circumstances. Sight and sound separation between adult and juvenile detainees must always be maintained.
  4. Juveniles taken into custody for status offenses shall not be placed in cells.
  5. Under no circumstance shall a juvenile who is being charged as a juvenile be held in a secured area or cell for more than six (6) hours. See section V., Processing Juvenile Detainees, for procedures regarding juveniles charged as adults.
  6. Parents or guardians of juveniles in custody shall be contacted as soon as possible. The Watch Commander must be notified if contact has not been made within three (3) hours.
- H. Adult female detainees should only be held in female cells unless they are considered suicidal. See Section IX, Suicidal Subjects, for additional guidance. Male and female detainees shall not be placed in the same cell.<sup>10</sup> Sight separation between males and females must always be maintained when detainees are in cells.
- I. The Watch Commander shall submit a report to the Chief of Police through the chain of command by the next business day on significant incidents that occur in any temporary detention area.
1. These types of incidents include but are not limited to suicide attempts, injuries to detainees that occur while in the facility, fires, and incidents that threaten the facility or any person therein.
  2. The Deputy Chief of Police for Operations Command shall be notified of significant incidents as soon as possible.

#### **IV. PROCESSING ADULT DETAINEES**

- A. Adult arrestees shall be processed at the CBF under all but the most exigent circumstances.
- B. The following procedures shall be followed when processing arrestees in an HCPD temporary detention area.
1. All adults arrested on criminal charges, excluding Driving While Suspended and those charged with DUI whose final disposition shall be a discretionary release, shall be fingerprinted, palm printed, and photographed. If mandatory fingerprinting and photographing cannot be done, supervisory approval must be obtained and documented.
    - a. Each HCPD arrest shall be coordinated with the corresponding Incident Report (IR) number.
    - b. When an arrestee is processed for another jurisdiction or for a Special Police Officer, an HCPD IR number shall be obtained from CAD and coordinated with the out of jurisdiction (OJ) arrest. The IR shall be classified as Arrest-OJ.
  2. The arresting officer is ultimately responsible for making positive identification of his prisoner. Whenever an adult is arrested, regardless of the offense, and there is any doubt as to the detainee's identity, the detainee shall be fingerprinted. Identification may be made by any of the following methods:
    - a. Photo identification;
    - b. Prior arrest information;
    - c. Personal knowledge; or
    - d. Fingerprints.

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<sup>10</sup> CALEA 71.3.1e

3. All officers will make sure that the identity of the detainee is verified prior to release or transport to the Detention Center.
4. If officers from another law enforcement agency request to take custody of a detainee in the temporary detention area, the officer releasing the detainee shall obtain positive identification from those officers and document the transfer on HCPD Form 3020.
5. The arresting officer shall ensure that all computer inquiries have been conducted, including I-Leads, METERS, NCIC, and the District Court System.

**V. PROCESSING JUVENILE DETAINEES**

- A. All juveniles taken into custody will be photographed, finger printed, and palm printed except in the following instances:<sup>11</sup>
  1. The juvenile is a status offender.
  2. The mental maturity of the juvenile is such that processing would be inappropriate and supervisory approval has been granted not to process the juvenile.
  3. The juvenile has committed any non-incarcerable traffic offense.
  4. Supervisory approval is required for juveniles under ten (10) years old.
- B. One (1) palm print card and two (2) state fingerprint cards will be recorded and forwarded to the Forensics Services Section (FSS). FSS will review the cards, mail one (1) state card, and file the second finger and palm print cards separately from the adult cards. The digital juvenile mug camera will be serviced biweekly by FSS and the images stored in the Records Section.
- C. The following procedures shall be utilized when dealing with juveniles who will be charged as adults.
  1. The juvenile shall be held in an adult cell area. A notation shall be made on the Temporary Detention Log indicating that the juvenile is being charged as an adult.
  2. A Juvenile Arrest (JA) number shall be drawn for booking purposes in accordance with General Order OPS-04, Arrest Procedures.
  3. A notation shall be made on the arrest sheet stating, "Arrestee is being charged as an adult" or "Waived to adult status by Court Order".
- D. Referral arrests remain consistent with General Order OPS-04, Arrest Procedures.

**VI. SEARCHES**

- A. The arresting officer shall be responsible for searching all incoming detainees into the temporary detention facility.<sup>12</sup> The search shall be done with personnel of the same sex as the detainee, when practical.
  1. If the arresting officer or an on-duty officer of the same sex is not available to conduct the search, the use of an on-duty officer from another agency may be considered. If an on-duty officer of another agency is not available, an off-duty HCPD officer may be called out with supervisory approval.
  2. If no officer of the same sex is reasonable available, the arresting officer may conduct the search using the back or blade of the hand to search the chest, buttocks, and genital area.

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<sup>11</sup> CALEA 82.1.2b

<sup>12</sup> CALEA 71.3.1b

- B. Leg shackles should be used when the detainee exhibits assaultive behavior or is considered a flight risk.
- C. Any officer may search any detainee, regardless of sex, if he observes any weapon, escape implement, or evidence, or if he observes a detainee concealing an item of known or unknown origin.<sup>13</sup>
- D. Strip and body cavity searches shall only be conducted in accordance with General Orders OPS-57, Central Booking Facility and Prisoner Transport Procedures, and OPS-08, Search and Seizure.
- E. It is the responsibility of the arresting officer to ensure that all property and evidence is removed from the detainee prior to placement in a cell. This shall include any personal items, i.e. belt, tie, shoelaces, knives, lighters, etc. that could be used to harm the detainee. All such property must be inventoried and placed in a property locker or the property room, as appropriate.

## **VII. DETAINEE PROPERTY**

- A. Any personal property of a detainee above what a person has on his immediate person shall not be brought into any temporary detention area. This includes contraband or weapons seized by the officer during the initial arrest process.
- B. After the detainee is searched, all personal property including currency, coins, belts, shoes, and/or shoelaces shall be seized and inventoried by the arresting officer.
  - 1. The inventory shall be conducted in front of the detainee unless he is violent, unconscious, or otherwise incapable of participating in the inventory process.
  - 2. Once completed, the detainee shall sign his name on the Record indicating the property listed is an accurate recording of all property seized. In cases where the detainee is not present or refuses to sign HCPD Form 1223, Personal Property Inventory Record, his refusal shall be noted on the form and witnessed by a supervisor.
  - 3. If the seized property is contraband or evidence, the appropriate box shall be checked and the property shall not be returned with other personal property.
  - 4. All property not seized shall be placed in a property locker until the detainee is released from the facility. The locker number shall be recorded on the Personal Property Inventory Record which shall be placed with the rest of the detainee's paperwork.
- C. Prior to the release of the detainee, the property is to be inventoried again in the detainee's presence.
  - 1. The detainee shall sign the bottom section of the Personal Property Inventory Record acknowledging that he has received all the personal property that was seized from him after the arrest.
  - 2. Any discrepancies claimed by the detainee should be noted by him in writing, witnessed by a police officer, and presented to a supervisor prior to the release of the detainee.
  - 3. If the detainee refuses to sign the property release section on the Record, his refusal shall be noted on the Record and witnessed by a supervisor.
  - 4. The original copy of the Personal Property Inventory Record shall be reviewed and initialed by the officer's supervisor and forwarded to the Records Section. The arresting officer shall retain the second copy for his records. The third copy shall be given to the detainee.

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<sup>13</sup> CALEA 71.3.1b

- D. All deliveries to detainees are prohibited since the temporary detention areas are not designed to deal with the problems and hazards associated with receiving property on behalf of detainees in custody. Visitors wishing to deliver cash, checks, money orders, documentation, or identification items may be instructed to coordinate the provision of such items at the Commissioner's Office, as appropriate.

**VIII. MEDICAL SERVICES**

- A. If any detainee being held in a HCPD temporary detention area requires or requests emergency medical treatment, the arresting officer shall immediately contact the Communications Division to have Howard County Fire and Rescue Services (HCFRS) respond to render assistance. The arresting officer shall then notify a supervisor.
- B. The procedures for requesting medical services are posted in the temporary detention areas should a medical emergency arise.
  - 1. Officers may request additional officers to maintain officer safety.
  - 2. Officers shall render first aid to the detainee until relieved by HCFRS personnel or other first responders with equivalent training to the officer.
  - 3. If a detainee requires transport to the hospital, the procedures outlined in General Order OPS-57, Central Booking Facility and Prisoner Transport Procedures, shall be followed.
  - 4. The appropriate Watch Commander or his designee shall be immediately notified and shall document the incident.
- C. A report on a medical incident shall be forwarded to the Chief of Police, the Howard County Risk Management Office, and the Office of Law by the next business day when an injury or illness is alleged to have been caused by an officer or while in police custody.
- D. Detainees shall be monitored and HCPD personnel shall immediately notify the Watch Commander or his designee of any unusual medical conditions of a detainee brought into a temporary detention area. This information shall be thoroughly documented in the Incident and Arrest Report and the Detainee Booking and Temporary Detention Log. These conditions shall include:
  - 1. Unusual behavior such as unstable mental or emotional status, fainting, or seizures;
  - 2. Body deformities, trauma markings, broken bones, lacerations, or bruises;
  - 3. Signs of contagious diseases or the report of a contagious disease by the detainee, a relative, or a friend; and
  - 4. Medications in the possession of the detainee when arrested and reported to be essential by the detainee.
- E. Officers shall not dispense any medication to detainees. Officers may make necessary medications available to detainees after the drug is verified by the pharmacy, the Physician's Desk Reference (PDR), poison control, or the detainee's physician.
  - 1. Officers shall verify that the name on the prescription label is that of the detainee.
  - 2. The detainee may take only the dosage specified on the container label. Any medication taken by a detainee shall be documented.
- F. While the detainee is in custody, the HCPD shall retain the medication container and unused medication. The medication shall be listed on the detainee's property form and will be returned to him upon his release.

**IX. SUICIDAL SUBJECTS**

- A. Officers shall look for signs to determine suicide potential such as depression, talk of suicide, the influence of drugs, agitation or violence, etc. Potentially suicidal detainees will be monitored by the arresting officer every fifteen (15) minutes.
- B. Officers who are aware of a suicide potential must include written notification on the Temporary Detention Log.
- C. Officers shall give special consideration to these detainees, ensuring that the potential for injury to themselves or others is minimized. Special attention must be given to removing any personal items that could be used to inflict injury.
- D. In the event of more than one suicidal subject at one District facility, the Watch Commander shall be consulted to make appropriate logistical arrangements.
- E. Officers shall contact a supervisor before deciding to transport a detainee to the hospital for an emergency psychiatric evaluation pursuant to the Maryland Health General Article and General Order OPS-07, Persons with a Mental Illness.
- F. If a detainee is evaluated and released after an emergency psychiatric evaluation, he shall be monitored at a minimum of once every fifteen (15) minutes by officers pending transportation to the Howard County Detention Center Central Booking Facility.

**X. DETAINEE RIGHTS**

- A. Detainees shall be presented in a timely manner before a District Court Commissioner for their initial appearance after the booking procedure and investigation have been completed, no more than 24 hours after arrest.
- B. Provisions related to the Prison Rape Elimination Act shall extend to all departmental transport of arrestees.
- C. Detainees may be permitted to make a reasonable number of telephone calls while in the temporary detention area. It is the responsibility of the arresting officer to ensure that the detainee is given the opportunity to make the telephone calls unless the calls would jeopardize an ongoing investigation.
  - 1. These calls should not exceed five minutes each.
  - 2. Telephone call information should be included in the Incident Report.
  - 3. Detainees shall also be advised that their telephone conversations may be monitored.
  - 4. Signs indicating this shall be posted in the temporary detention area in both English and Spanish.
- D. Attorneys and Consular Personnel shall be permitted to have direct contact with their clients when they respond to the Department at their client's request.<sup>14</sup>
  - 1. The attorney is subject to a search prior to contact with the detainee.
  - 2. The attorney shall be escorted to an appropriate room and the detainee shall be secured at all times. No physical contact shall be permitted.
  - 3. Officers must respect the confidentiality of the attorney/client relationship and may not listen to their conversation.

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<sup>14</sup> CALEA 71.3.3c

- E. Since the temporary detention area facilities are used for short periods of time, the following restrictions regarding the visitation of detainees shall apply.<sup>15</sup>
  - 1. Detainees shall not be permitted to receive visitors while in any HCPD temporary detention area unless it is authorized by the Watch Commander or his designee, and then only in emergency situations.
  - 2. If a visitor is approved to meet with a detainee in a temporary detention area, the visitor must sign the visitor register at the Duty Officer station with his name, address, and relationship to the detainee before being escorted to the temporary detention area.
  - 3. The officer escorting the visitor shall note on the Temporary Detention Log the visitor's name and the beginning and ending times of the visit.
  - 4. The visitor shall be searched by the officer prior to any contact with the detainee.
  - 5. The visitor shall meet with the detainee in an appropriate room.
- F. The HCPD has a zero-tolerance standard for any sexual contact between members and persons in custody, or for in-custody sex offenses or rape or any attempts thereof. Members who have knowledge of another member committing or attempting to commit these acts with detainees or other persons in custody, or other acts including discrimination, insults, intimidation, other forms of harassment, or sexual assault, shall immediately report the information to a supervisor.
  - 1. The Commander of the Management Services Bureau (MSB) will be designated as the HCPD's Prison Rape Elimination Act (PREA) Coordinator and shall:
    - a. Ensure an inquiry is conducted to ascertain the validity of any allegation of a potential PREA violation;
    - b. Receive specialized documented training in techniques in interviewing sexual abuse victims; and
    - c. Ensure that the investigations are properly documented and the case file is retained for ten (10) years.
  - 2. All case records associated with claims of rape, sexual abuse or assault, sexual misconduct, threat, or allegation thereof, including incident reports and investigative reports, will be maintained by the PREA Coordinator until the conclusion of the investigation. The Records Section will retain the case information consistent with applicable State and County retention laws.
- G. Detainees will be provided with multiple ways to privately report any allegations of abuse, i.e. verbally, in writing, anonymously, from third parties, etc. One method shall include reporting to an outside entity such as the State's Attorney's Office.
- H. If the alleged victim is under the age of 18 or considered a vulnerable adult under a state or local vulnerable persons statute, the agency shall report the allegation to the Department of Social Services (DSS) under applicable mandatory reporting laws.

**XI. SECURITY PROCEDURES**

- A. Only authorized personnel are permitted access to any HCPD temporary detention area.<sup>16</sup>

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<sup>15</sup> CALEA 71.3.3c

<sup>16</sup> CALEA 71.3.3c

1. Exceptions may be made for public tours authorized by the HCPD, janitorial services, persons authorized to make inspections and repairs, and ride alongs.
  2. Public tours shall be limited to viewing the temporary detention area from an approved secure area and shall only occur when there are no detainees present.
- B. Officers shall not take any firearm, bladed weapon, or edged tool into any detention area unless directed to do so by a supervisor or an emergency exists in which a detainee has a firearm or other object that could lead to death or serious physical injury. Officers shall ensure that officers from other law enforcement agencies also follow these restrictions.<sup>17</sup>
1. Firearms, bladed weapons, and edged tools shall be stored in the wall-mounted lock boxes at the exit doors.
  2. Evidentiary weapons shall be secured in a Property Room or remain in the custody of officers outside the temporary detention area.
  3. Tasers shall be stored consistent with ADM-56, Authorized Weapons, Qualifications and Inspections.
- C. Officers should be cognizant of the risk involved when entering an occupied cell and should use the assistance of other officers when appropriate.
- D. All HCPD temporary detention areas are equipped with security systems that are essential to the safety of both officers and detainees. These systems shall be maintained in working order at all times. The on-duty Watch Commander shall email any reports of equipment malfunctions to the MSB by the next business day.<sup>18</sup>
1. Each Duty Officer shall monitor the temporary detention area using the closed-circuit television cameras and audio monitoring system.<sup>19</sup>
    - a. The Duty Officer shall immediately report any problems to the Watch Commander.
    - b. No camera shall be positioned in any way that results in an unwarranted invasion of the detainee's privacy.
  2. The emergency (panic) alarm system, which includes buttons located on the walls throughout the temporary detention areas that are linked to the Duty Officer stations in both Districts, shall be used to summon assistance. When an officer needs assistance or the alarm is activated, the following actions shall be taken by the Duty Officer:<sup>20</sup>
    - a. Immediately announce over the public address system that emergency assistance is needed in the temporary detention area;
    - b. Ensure that the alarm is broadcast on all radio channels. The appropriate Watch Commander or his designee shall ensure that sufficient officers respond to the emergency; and
    - c. Record the incident on the closed-circuit television system, if possible.
    - d. Officers in the building except those on light duty shall respond to the temporary detention area when the announcement is made over the public address system.

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<sup>17</sup> CALEA 71.3.3a

<sup>18</sup> CALEA 71.3.3g

<sup>19</sup> CALEA 71.3.3f

<sup>20</sup> CALEA 71.3.3b

- e. As soon as the emergency situation has been stabilized, officers in the temporary detention area shall contact the Duty Officer. The Duty Officer shall then broadcast on all radio channels and the public address system that no further response is necessary.
- 3. The video shall be submitted into the Property and Evidence Section as outlined in General Order ADM-49, Property and Evidence Control.
- 4. All requests for video recordings of an incident in the temporary detention area shall be made to the MSB.
  - a. The video should only be removed for the purpose of presenting evidence in court or upon a supervisor's authority.
  - b. As soon as the trial is over the video shall be returned to P&E.
- E. All cell doors shall be kept closed and locked when not in use. The keys to these doors shall be kept near the processing table in the temporary detention areas. A duplicate set of keys for these doors shall be kept at the Duty Officer station.
- F. Detainees shall not be detained in any interview room or other room, space, or area without continuous control or supervision within the actual area with the exception of specific temporary detention areas in each District Station.

**XII. EVACUATION PLAN<sup>21</sup>**

- A. As most detainees shall be processed at the CBF, the following procedures are intended for the rare event of an emergency while detainees are secured in HCPD temporary detention facilities.
- B. An emergency is defined as any condition that endangers the well-being of officers and detainees occupying the facility such as fire, natural gas leak, or smoke. In the event an emergency exists requiring all officers and detainees to be evacuated from a temporary detention area facility, the on-duty Watch Commander or his designee shall be immediately notified.
- C. The Watch Commander or his designee shall immediately ascertain the number of detainees, if any, in the temporary detention area.
- D. Should an evacuation become necessary, the following procedures should be obeyed:
  - 1. Officers shall adhere to the posted emergency evacuation routes.
  - 2. The Watch Commander or his designee shall notify the appropriate District Commander and the Deputy Chief of Police, Operations Command.
  - 3. The Watch Commander or his designee shall coordinate the evacuation of detainees from the temporary detention area with the arresting officer(s).
    - a. All detainees shall be restrained with handcuffs and leg shackles if sufficient time and quantities exist during the evacuation.
    - b. Officers shall accompany detainees during the evacuation.
    - c. The Watch Commander or his designee shall ensure that all detainees are evacuated and accounted for once outside of the temporary detention area.
  - 4. Detainees shall be moved to an area that is safe and out of sight of the public.

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<sup>21</sup> CALEA 71.4.2

5. At least two officers shall remain with the detainees at all times.
6. The prisoner vans may be used to house the detainees temporarily. If the emergency event requires a lengthy evacuation, the other District's temporary detention facility, the Sheriff's Department, and the CBF shall be notified so that these facilities may be used for housing the detainees.
7. Officers and detainees shall not return to the temporary detention facility until it is deemed safe by the Department of Fire and Rescue Services or another appropriate agency.
  - a. When the facility is determined to be safe, the Watch Commander or his designee shall inspect the holding facility for damage or other unsafe conditions.
  - b. Any unusable portions of the facility shall be closed until repairs are made.

**XIII. ESCORTS OF DETAINEES TO THE DISTRICT COURT COMMISSIONER**

- A. This section shall apply only if the CBF is not available for the processing of detainees or commissioner hearings.
- B. All processing and paperwork must be completed before a detainee can be taken in front of the District Court Commissioner. The on-duty Commissioner shall then be contacted and informed that a detainee is ready for a bond hearing.
  1. The detainee shall be removed from the cell, searched, and placed in a transport belt with handcuffs and leg shackles.
  2. Upon entering the Commissioner's Office, if the detainee is not combative the handcuff on only the writing hand of the detainee may be removed to allow the detainee to sign the necessary court papers.
  3. The transporting officer shall record the results of the bond hearing on the Detainee Booking and Temporary Detention Log, along with the court case number for each charge.
  4. The arresting officer shall take the detainee's personal property to the bond hearing.
  5. If the detainee is to be incarcerated, the transporting officer shall transport the detainee to the Howard County Detention Center.
    - a. The detainee shall sign the bottom of the property form and the property shall be handed over to the Howard County Detention Center.
    - b. In the event of a discrepancy involving the detainee's property, notification shall be made to the area supervisor. If the area supervisor is not available, the Watch Commander shall be notified.
- C. If the detainee is released from the hearing or posts bond, his property shall be released consistent with section VIII of this policy.
- D. Upon request from the Commissioner, the officer shall provide transportation for the detainee to the nearest public facility.

**XIV. INSPECTIONS**

- A. The District Commander or his designee will handle the operational management and maintenance issues of the District temporary detention areas, i.e. maintaining video surveillance tapes, the detainee logbook, abandoned property, evidence left in the temporary detention area, etc.

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1. The District Commander is responsible for maintaining the proper reports, inspection documentation, and supplies in the temporary detention areas.
  2. Significant maintenance issues will be reported to and handled by the MSB Commander or his designee.
- B. All members shall immediately report to the appropriate on-duty Watch Commander or his designee any unsafe or unsanitary conditions or unusual incidents that occur in any temporary detention area.
1. If unsafe or unsanitary conditions exist, the cell shall be placed out-of-service and prominently marked.
  2. The Watch Commander or his designee shall contact the Howard County Bureau of Facilities for emergency repairs. All other repairs will be written on the Facilities Repair Log located at the duty officer station.<sup>22</sup>
- C. All Watch Commanders or their designees shall monitor the activity in the temporary detention areas during their shifts and conduct a daily walk-through to include:
1. Inspecting applicable safety, security, and sanitation issues.
    - a. No weapons or contraband are in the cells.
    - b. Doors, windows, and locks are secure.
    - c. Keys are in the proper storage area.
  2. Documenting any significant issues in the daily Watch Commander's report.
  3. Taking immediate corrective action when required and report the situation to the MSB Commander when necessary.
  4. Verifying the number of subjects in temporary detention.
- D. Monthly inspections of the temporary detention areas will be conducted by the District Administrative Officer and documented on HCPD Form 3010, Temporary Detention Area Inspection, to ensure:<sup>23</sup>
1. There is adequate lighting;
  2. Surveillance cameras and the server are operational;
  3. First aid kits are complete;
  4. Heat and smoke detectors function;
  5. Sprinkler systems are operational;
  6. Exit, fire evacuation, and medical signs are present;
  7. Fire extinguishers are visually inspected; and
  8. Alarms are visually inspected.
- E. The Quality Assurance Unit shall conduct an annual administrative review of the Temporary Detention areas. The review shall:
1. Ensure there is access to:
    - a. Toilet or restroom facilities;
    - b. Drinking water;
    - c. A washbasin or shower;
    - d. Circulation of purified air;
    - e. Proper paper products;
    - f. Disposable clothing; and

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<sup>22</sup> CALEA 71.4.1

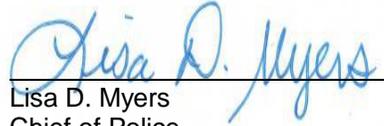
<sup>23</sup> CALEA 71.4.1 and 71.4.3

- g. Bedding.
- 2. Fire extinguishers are certified and tested to ensure they are operational. The Howard County Bureau of Facilities or the current vendor will complete all necessary testing and documentation of the fire detection and suppression devices.
- 3. Alarms are functionally tested. This shall include the fire and panic alarms and alarm lights.

**XV. CANCELLATION**

This General Order cancels and replaces General Order OPS-73, Temporary Detention Procedures, dated February 7, 2014.

AUTHORITY:

  
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Lisa D. Myers  
Chief of Police